



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **RESEARCH COORDINATOR**
(Provisional* Appointment)

SALARY: \$84,874 - \$117,486 annually

LOCATION: Monroe County Government

JOB SUMMARY:

This is an important administrative position in the Monroe County Planning and Development Department involving responsibility for the coordination and supervision of investigative research and statistical activities to understand the complexity of an identified community-wide issue. This employee will track data gathered through providers and fieldwork to generate reports, identify trends and determine the effectiveness of funded programs. This employee will be required to periodically present findings to interested parties. The employee reports directly to, and works under the general supervision of the Deputy Director of Planning and Development, or other higher-level staff member. Direct supervision is exercised over research staff. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

- (A) Graduation with a doctorate, plus three (3) years paid full time or its part time equivalent experience in quantitative research, involving case studies, correlational studies, longitudinal studies and/or experimental studies.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: March 6, 2023

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.